

## **Procedures For Spill Reporting**

### **OIL SPILL REPORTING ON FEDERAL LEASES**

**For:**

Spills of 100 bbls or more of liquid (oil or produced water) if not contained.

or

Any spill, venting or fire on undeveloped surfaces or in a sensitive area such as a waterway, urban area, or threatened and endangered species habitat.

**Requirement:**

Call BLM at (661) 391-6130 immediately and fax a written report form to 391-6156 within 15 days of start of incident.

**For:**

Spills of 100 bbls or more of liquid (oil or produced water) if contained by a facility berm.

or

Any spill between 10 bbl and 100 bbl of oil or produced water.

**Requirement:**

No phone call required. Fax a written report form to 391-6156 within 15 days.

### **ACCIDENT REPORTING ON FEDERAL LEASES**

**For:**

- Equipment failures or accidents that release 500 MCF or more of gas
- Any fire that consumes 100 bbl or more of oil or 500 MCF or more of gas
- Any life threatening or fatal injury
- Any loss of well control
- Any release of reportable quantities or hazardous substances

**Requirement:**

Call BLM at (661) 391-6130 within 24 hours and fax a written report form to 391-6156 within 15 days of start of incident.

**For:**

- Equipment failures or accidents that release between 50 and 500 MCF of gas
- Any fire that consumes from 10 to 100bbls of oil or 50 to 500 MCF of gas

**Requirement:**

No phone call required. Fax written report form to 391-6156 within 15 days.

NOTE: The Office of Emergency Services (OES) must be contacted at 1-800-852-7550 for all spills, which meet OES reporting requirements, regardless of whether they are fee leases or federal leases.

REPORT OF UNDESIRABLE EVENT (NTL-3A)				
Date of Occurrence:		Time of Occurrence: (*Use 24 hour clock)		
Date Reported/BLM: Received:		Time Reported/BLM: (*Use 24 hour clock)		
State: CALIFORNIA		County:		
QtrQtr:	Section:	Twn:	Rng:	Meridian:
Operator:		Person Reporting: Phone: (661)		
Surface Ownership: (circle one) FEDERAL INDIAN FEE STATE				
Lease #:		Unit Name or CA#:		Well #/Facility Name:
Cause of Event:				
Type of Event: (Circle all that apply)		FATALITY, INJURY, FIRE, BLOWOUT, PROPERTY DAMAGE, TOXIC FLUID SPILL, OIL&TOXIC FLUID SPILL, SALTWATER&TOXIC FLUID SPILL, OIL SPILL, SALTWATER SPILL, OIL&SALTWATER SPILL, GAS VENTING, Other:		
Volumes of Pollutants: BBL OIL, WATER, TOXIC FLUID, MCF, ETC. (attach operator=s report)		Discharged or Consumed:		
		Recovered:		
Time Required to Control Event (in hours):				
Action to Control Event: (Description of Resultant Damage, Clean-up Procedures, and Dates-attach operator=s report)				
Cause and Extent of Personnel Injured:				
Action Taken to Prevent Recurrence:				
Federal, State, and Local Agencies Notified by OPERATOR: (CHECK EACH NOTIFIED)				
OES __ Control # ____; BLM __; DOGGR __; CUPA __; KCEHD __; NRC __; RWQCB __; DOE __; Other				
Person Operator Notified at BLM: TITLE: _____				
Name: _____				
Faxed to: _____ DATE: _____ TIME: _____				
Entered into AFMSS by: _____ Date: _____				
BLM HAZMAT/SAFETY USE ONLY				
Date Reported to Area Manager:		Date Reported to Sacramento:		
Event Classification:		Date of On Site Inspection:		
Remarks:				

revised: 4-03-02 KV:kc

check COPIES TO:

LEASE FILE \_\_ PET \_\_ AREA: 1 2 3 4 5 HAZMAT/SAFETY \_\_ SURFACE COMPLIANCE \_\_  
ENGINEERING \_\_ AFMSS ENTRY/Susan \_\_ DISPATCH \_\_ OTHER \_\_

FORM # 3160UE

OES Phone #: 1-800-852-7550

BLM Phone #: (661)391-6130

## GUIDELINES FOR CLEAN-UP OF HEAVY CRUDE OIL ON FEDERAL LEASES

This document is a summary of BLM guidelines for cleaning up Heavy crude oil releases in California. Action must be taken in the first few hours of a spill or release to reduce or eliminate any hazard to human health and safety, property and the environment. If an incident is life threatening, the operator or BLM personnel should immediately contact 911.

In some situations, EPA requires the preparation of a Spill Prevention Control and Countermeasure Plan for a facility (40 CFR 112). These must address engineering and operational protective measures, which will control and contain releases and avoid impacts on BLM lands.

### **I. Guidelines for clean-up of spills on developed surfaces**

Developed surfaces are graded roads, tank batteries, well or compressor pads or other barren compacted work surfaces. The development of all roads, pads, and work surfaces must be approved by BLM, in advance, through submission and approval of a Sundry Notice.

When spills occur and remain on developed surfaces, the clean-up work may be conducted with any type of equipment as soon as the spill is detected, the material is identified, and the health and safety of workers and the public is assured. Notify BLM by telephone or fax according to the spill reporting procedures.

### **II. Guidelines for clean-up of spills on undeveloped surfaces and sensitive areas**

Undeveloped surfaces are potential wildlife habitat and are considered to be sensitive areas. Sensitive areas also include wildlife and urban parks, designated natural areas, wildlife refuges; urban and suburban areas which include homes, offices, shops, schools, and farms; lakes, ponds, ephemeral streams and tributaries with or without flowing or standing water; and any actual or potential wildlife/endangered species habitat impacted by the release or cleanup.

When spills occur on undeveloped surfaces, the Operator shall contact BLM immediately at 661-391-6130. This phone call is necessary even when the size of the spill would not normally require a phone call under the reporting requirements. Rapid containment and control is critical and must be done in a manner that minimizes impacts.

The BLM Supervisory PET, or other BLM staff if the SPET cannot be reached, will ask for a description of the situation and the Operators plans for containment and clean-up. BLM may give a verbal approval for the initial limited critical action necessary to rapidly contain and control the spill. Inspection of the spill site and coordination with resource specialists and/or regulatory agencies may be necessary to evaluate the overall clean-up plan before approval is given. The Operators clean-up plan will be approved when BLM and any appropriate state and local agency determines that the plan adequately controls and cleans up the spill and provides sufficient protection for the affected resources. The Operator shall be prepared to provide BLM with a written copy of the clean-up plan and Site Health and Safety Plan if requested.

The Operator must provide a qualified on-site Hazardous Materials Incident Commander (IC) for the duration of the spill response. Where BLM resources are impacted, BLM will also provide a Hazardous Materials Incident Commander who will share command equally with the Operator's IC. When a release impacts waters of the State or endangers public health and safety, the California Department of Fish and Game, California Office of Emergency Services, USCG, or EPA may designate an IC to relieve the Operator and/ or BLM IC and direct the emergency response.

**The following clean-up procedures are recommended for heavy crude oil spills.**

1. Flush immediately with clean, hot water where the oil has flowed down drainage channels. Hot produced water is acceptable in emergency clean-up situations as long as the oil is contained in the drainage and the oil/water mixture is removed by vacuum truck. Establish a location next to a road or road crossing to dig a bell hole for water and oil recovery by vacuum trucks. The water and crude oil will be taken back to the wash tank on the lease where the spill occurred.
2. After hot flushing is no longer effective, hand crews will remove any remaining oil by shovel and buckets. Oil soaked soil and vegetation will be taken by bucket to the nearest developed surface for temporary staging. Oily materials will be relocated to a BLM approved road mix or disposal site.
3. All work should minimize the disturbance of vegetation. Salt bush will be cleaned by trimming any oil soaked portion. Entire salt bushes may not be removed unless approved by an on-site qualified BLM representative. All oil under and around the bases of shrubs will be removed by hand.
4. All workers will be instructed to avoid any animal burrows and to immediately report all animal deaths caused by the spill to the Operator's supervisor and the BLM staff.
5. Any entry of equipment on undeveloped surfaces will require prior approval by BLM personnel. Verbal approval may be granted when the Operator initially contacts BLM by phone if it's necessary for rapid containment and control.
6. BLM personnel may conduct inspections at any time during and after the clean-up operations. BLM's guidance on clean-up activities will be communicated by the BLM inspector or BLM Incident Commander (IC).
7. The Operator will notify BLM when the clean up is complete and BLM will conduct a surface inspection. Backfill all excavations and re-contour. A Subsequent Report of Undesirable Events may be requested.

These guidelines have been developed for heavy crude (<20 API) oil spills. Emergency response to releases of light crude oil and other hazardous materials are regulated by 40 CFR Part 300 and corresponding California regulations. Refer to the Reportable Quantities found in 40 CFR 302 and 355.

Reference: 29CFR1910.120(q), 49CFR171-180, 40 CFR Part 300, CCR-Section 1722(h), PRC-Sections 3233 and 3106, PRC-Section 3236, PRC-Section 3236.5

The BLM personnel may be designated to conduct inspections as needed by the Field Manager, the Assistant Field Manager for Minerals, or the Incident Commander. The BLM Incident Commander will be designated by the Assistant Field Manager for Minerals, or the Field Manager upon initial notification of the undesirable event.

The Field Manager and Assistant Field Manager for Minerals will jointly designate in a written record, to be kept up to date, the BLM personnel and their alternate who will be authorized for the following functions:

- a. Incident Commander
- b. Resource Advisor- surface clearance
- c. Resource Advisor- wildlife/endangered species habitat
- d. Security Specialist- crowd control and public safety
- e. Public Information Officer- media releases
- f. Technical Specialist- I&E Inspectors

These designated emergency response personnel will remain available as needed until the BLM response to the event has been determined to be complete.

